



Australian Society of Archivists (ASA) Victorian Branch

Business Meeting – Minutes

Wednesday 8 May 2024

Online via Zoom

Business Meeting – 5:00-5:30pm

Meeting commenced at 5.04pm

Meeting Agenda

Item	Description/Comment	Responsible
1	Opening	
	<u>Welcome</u>	NM
	<u>Introductions</u> Nicole McGrath (Convenor), Susannah Tindall (Treasurer and Secretary), Elliot Freeman (Committee Member), Violet Hamence-Davies (Committee Member), Sophie Shilling (Committee Member), Jack Eastaugh (Committee Member), Brigid Cooper, Andrew Horder, Helen Worthington, Michaela Hart	ALL ST
	<u>Apologies</u> Nicola Laurent, Emily Constantine, Ann Anderson, Mike Jones, Michelle Page-Cook, Fiona Russell, Kim Burrell, Saribel Minero, Justine Heazlewood, Catherine Hall, Marian Jenkinson	
	<u>Previous minutes</u> The minutes of the branch meeting of the Victorian Branch of the Australian Society of Archivists, held 15 November 2023 were tabled. All actions completed and relevant items have been carried over into the new agenda. <i>Moved by Susannah Tindall, seconded by Violet Hamence-Davies. Carried.</i>	

- 2 **Branch Finance** ST
 The below motion is to update the current administrators for our bank account, to add in Susannah as the current Treasurer, as well as Nicole as our current Convenor. We want to ensure our information is up to date and correct since the change to Treasurer.
- Susannah and Nicole have booked in to meet with Westpac on Friday May 17th to finalise the paperwork.
- Motion: That the current bank account Administrators Vishal Bhadka and Suzanne Goss are removed, and Branch Committee Members Susannah Tindall (Treasurer/Secretary) and Nicole McGrath (Convenor) are added.*
- Moved by Susannah Tindall, seconded by Michaela Hart.
 Carried. ALL
- Communications
 The Branch currently does not have a formal Communications Officer but we hope to have a newsletter come out soon with upcoming events
- 3 **Event Planning** ALL
 There are three final events for the 2023-2024 year;
- June:* Regional event - more details to be announced soon.
- July:* Zine launch – this will be the release for zine, which has been worked on for several months now, and the committee is very excited to share this resource.
- August/September:* Combined event of an NFSA seminar and the AGM.
- 4 **Other Business** ALL
Upcoming event: ICOM (International Council of Museums) Special event “Bizot Green Protocol Initiative Preserving collections in a changing climate” will be held on Friday 17 May 2024 at 10.30am at the Clemenger Theatre, NGV International, 180 St Kilda Rd, Melbourne
- Hear from the National Gallery of Victoria's Director Tony Ellwood AM and Associate Director, Conservation Michael Varcoe-Cocks on the Gallery's Bizot Green Protocol Initiative and how the NGV is working towards addressing the environmental challenges faced by the museum industry. Presentation will be followed by a 15 minute Q&A session.
- Website changes:* Cass is a new staff member at Head Office and has reached out about our current website content, and asked us for any updates. We have amended some of the text, and will also do some rearranging of the other content, including minutes and our past newsletters. Please take a look and let us know if you would like to see any other changes.

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Next meeting

VIC branch meetings are usually held once per quarter, on the first Wednesday of the month, from 5:30pm.

ST

Meeting closed at 5.12pm